

STAT

Approved For Release 2009/04/13 : CIA-RDP85-01218R000100100001-6

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Approved For Release 2009/04/13 : CIA-RDP85-01218R000100100001-6

February 1984

DINING ROOM EVENTS  
CHECKLIST

Time/Date of Event: 0800 - Wednesday, 29 February 1984

Event: Breakfast XX Luncheon \_\_\_\_\_ Dinner \_\_\_\_\_ Other \_\_\_\_\_Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_Host: DCI XX DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other \_\_\_\_\_

In Honor Of: HPSCI \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_

Sponsoring Component: OLL Charge To: 40998

Contact: \_\_\_\_\_ Room \_\_\_\_\_

Date Reservation Made: 1/19/84 By: BLP PB OfficerEDR and \_\_\_\_\_ advised: 1/19/84  
DatePlace Cards:  
Ordered \_\_\_\_\_ Date \_\_\_\_\_ Received \_\_\_\_\_ Date \_\_\_\_\_ To EDR \_\_\_\_\_ Date \_\_\_\_\_Menu:  
Prepared \_\_\_\_\_ Date \_\_\_\_\_ Distributed To: \_\_\_\_\_

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_ Price \_\_\_\_\_

REVISED

Tues P.M.  
(after 1700)

TIME/DAY/DATE: 0800 - Wednesday, 29 February 1984

BREAKFAST XX LUNCHEON        DINNER       

HOST: DCI XX DDCI        EX DIR        OTHER:       

PLACE: DCI D.R. XX EDR        OTHER:       

GUEST LIST: Mr. Casey, host  
Mr. McMahon  
Mr. Clair George



TOTAL: 11

MENU: To Be Selected from Menus at Table

SEATING ARRANGEMENT: (WINDOWS)

Mr. McMahon

Mr. George

STAT

Mr. Casey

STAT

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☐ Suggested Menu: (Not necessary if DCI is the host)

Order from menu

Suggested Seating Arrangement:

(WINDOWS)

STAT



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BLP

DINING ROOM EVENTS  
CHECKLIST

Time/Date of Event: 1200 - Tuesday, 21 February 1984

Event: Breakfast \_\_\_\_\_ Luncheon XX Dinner \_\_\_\_\_ Other \_\_\_\_\_Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_Host: DCI \_\_\_\_\_ DDCI XX ExDir \_\_\_\_\_ Other \_\_\_\_\_

In Honor Of: [ ] Visitor \_\_\_\_\_

Total Number of Attendees: 8

Sponsoring Component: EUR/DDO Charge To: 42002

Contact: [ ]

Room 4B 4405

Date Reservation Made: 1/20/84

By: BLP

PB Officer

EDR and [ ] advised: 1/20/84

Date

Place Cards:

Ordered \_\_\_\_\_

Date

Received 2/14

Date

To EDR \_\_\_\_\_

Date

Menu:

Prepared Dine

Date

Distributed To: EDR

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_

Price \_\_\_\_\_



DINING ROOM EVENTS

CONFIDENTIAL

TIME/DAY/DATE: 1200 - Tuesday, 21 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON \_\_\_\_\_ XX \_\_\_\_\_ DINNER \_\_\_\_\_

HOST: DCI \_\_\_\_\_ DDCI XX \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: \_\_\_\_\_

PLACE: DCI D.R. XX \_\_\_\_\_ EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: Mr. McMahon, host

TOTAL: 9

MENU: Fruit Cup  
Veal Cordon Bleu  
Green Beans  
Tossed Salad with Oil & Vinegar Dressing  
Coffee  
Sherbet  
White Wine With Meal

SEATING ARRANGEMENT: (WINDOWS)

Mr. McMahon

**ROUTING AND TRANSMITTAL SLIP**

Date

*24 Jan*

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

2. <i>E/NOR</i>			
3. <i>O-C/EUR</i>		<i>nbc</i>	
4.			
5. <i>Protocol</i>			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT

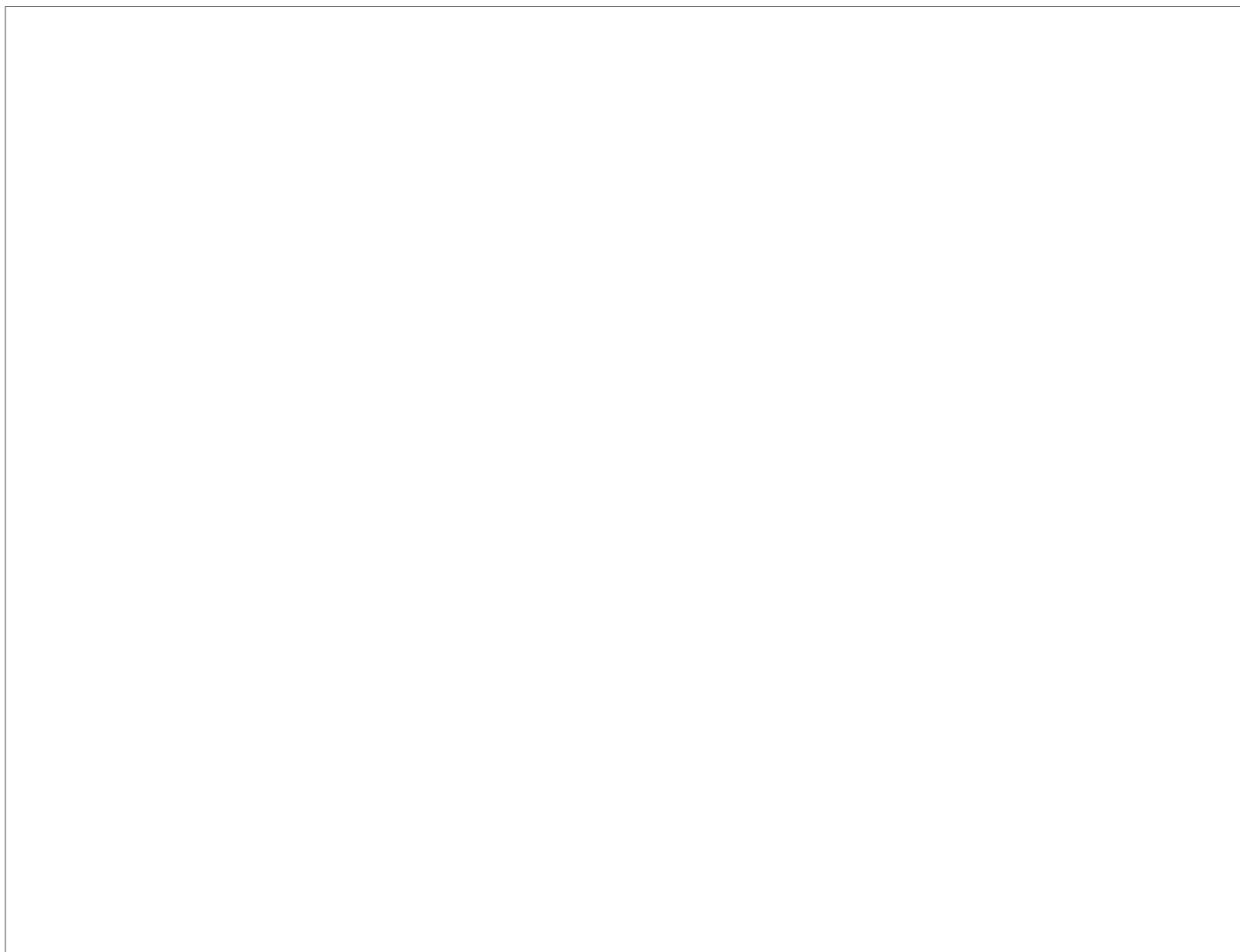
**Page Denied**

 Suggested Menu: (Not necessary if DCI is the host)

Suggested Seating Arrangement:

(WINDOWS)

STAT



Protocol

**DCI DINING ROOM**

Special Cocktail Party - Official  
 Date 21 February 1984 Time 5:30-7:30<sup>PM</sup> No. 100

Place Cards \_\_\_\_\_

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_ <sup>*To be determined*</sup>  
 \* Price \_\_\_\_\_

Host Mr. Hineman

Charge \_\_\_\_\_

Contact \_\_\_\_\_

Guests \_\_\_\_\_

Foreign Visitor

\* Special Menu

By n. 1/23/84

STAT

# DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1200 - Friday, 17 February 1984

Event: Breakfast        Luncheon XX Dinner        Other       

Place: DCI D.R. XX Executive Dining Room        Other       

Host: DCI        DDCI        ExDir        Other        EA/DDO

In Honor Of:        Visitors       

Total Number of Attendees: 6-8

Sponsoring Component: EA/DDO Charge To: 44008

Contact: Pat Ext:        Room 5D 00

Date Reservation Made: 2/1/84 By: BLP  
PB Officer

HDR and        advised: 2/1/84  
Date

Place Cards:  
Ordered        Received        To HDR 2/17  
Date Date Date

Menu:  
Prepared        Distributed To: ED 2/17  
Date

Cocktails       

Menu        Price

## DINING ROOM EVENTS

**CONFIDENTIAL**

TIME/DAY/DATE: 1200 - Friday, 17 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON \_\_\_\_\_ XX \_\_\_\_\_ DINNER \_\_\_\_\_

HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: \_\_\_\_\_ EA/DDO

PLACE: DCI D.R. \_\_\_\_\_ XX \_\_\_\_\_ EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: \_\_\_\_\_

TOTAL: 5

MENU: Cocktails  
Juice  
Crab Newberg  
Baked Potato  
Tossed Salad with Oil & Vinegar Dressing  
White Wine with Meal  
Coffee/Tea  
Triple Treat Sherbet

SEATING ARRANGEMENT: (WINDOWS)

**CONFIDENTIAL**

ROUTING AND TRANSMITTAL SLIP		Date
		2 Feb
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
EA/TB Linda		<i>[Signature]</i> 10 Feb
2.		
3. OCEA Pat		<i>[Signature]</i> 10 Feb
4.		
5. Protocol		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Will need ~~place~~ cards

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.6



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**CONFIDENTIAL**

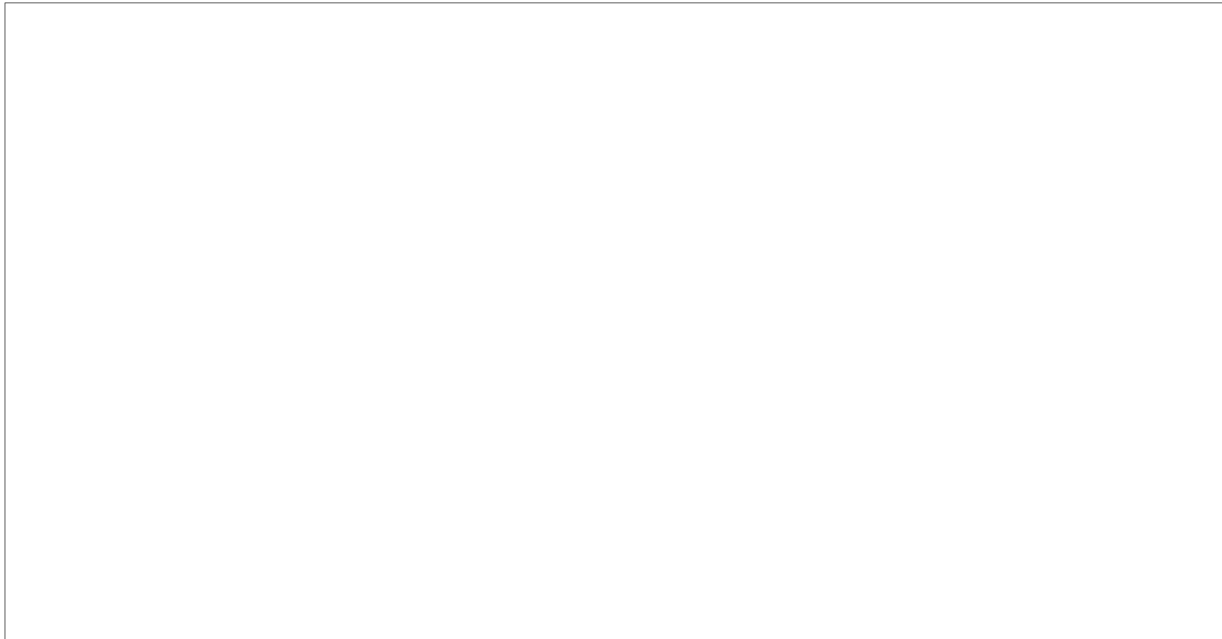
**Suggested Menu: (Not necessary if DCI is the host)**

Cocktails/Wine  
Juice  
Crab Newburg  
Baked Potato  
Salad  
Triple Treat Sherbert  
Coffee/Tea

**Suggested Seating Arrangement:**

(WINDOWS)

25X1



(HOST)

Protocol

## DCI DINING ROOM

Special Cocktail PartyDate 15 February 1984 Time 5:30-7:30<sup>PM</sup> No. 100

Place Cards \_\_\_\_\_

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_

Host \_\_\_\_\_

Charge \_\_\_\_\_

Contact \_\_\_\_\_

Guests \_\_\_\_\_

Retirement Party for 

Requests:

Lectern &amp; microphone

Flags

Mr. Mahon may attend briefly.

By W. 1/16/84Jame  
out 1/16

DINING ROOM EVENTS  
CHECKLISTTime/Date of Event: 0830 - Wednesday, 15 February 1984Event: Breakfast XX Luncheon \_\_\_\_\_ Dinner \_\_\_\_\_ Other \_\_\_\_\_Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_Host: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other Harry Fitzwater, DDAIn Honor Of: Congressional staffersTotal Number of Attendees: 28Sponsoring Component: OLL Charge To: 40998Contact: \_\_\_\_\_ Room 7B 02Date Reservation Made: 2/10/84 By: BLP  
PB OfficerEDR and \_\_\_\_\_ advised: 2/10/84  
DatePlace Cards:  
Ordered OLL preparing Received 2/13 To EDR \_\_\_\_\_  
Date Date DateMenu:  
Prepared \_\_\_\_\_ Distributed To: \_\_\_\_\_  
Date

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_ Price \_\_\_\_\_

**DINING ROOM EVENTS**

**TIME/DAY/DATE:** 0830 - Wednesday, 15 February 1984

**BREAKFAST** XX **LUNCHEON** \_\_\_\_\_ **DINNER** \_\_\_\_\_

**HOST:** DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ **OTHER:** DDA - Harry E. Fitzwater

**PLACE:** DCI D.R. XX **EDR** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

**GUEST LIST:** Mr. Fitzwater, host  
Mr. Jamie Cowen, guest  
Mr. Wayne Schley, guest

Mr. James McDonald  
Mr. Robert Magee

**TOTAL:** 98

**MENU:** To Be Selected from Menus at the Table

**SEATING ARRANGEMENT:** (WINDOWS)

Mr. Cronin

Mr. Schley

Mr. Magee

Mr. Fitzwater

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# DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0800 - Tuesday, 14 February 1984

Event: Breakfast XX Luncheon        Dinner        Other       

Place: DCI D.R. XX Executive Dining Room        Other       

Host: DCI        DDCI        ExDir        Other DDS&T or DDO

In Honor Of: Congressman Ike Skeleton

Total Number of Attendees: 5

Sponsoring Component: OLL Charge To: 40998

Contact: Joyce Ext:        Room 7B 02

Date Reservation Made: 2/3/84 By: BLP  
PB Officer

EDR and        advised: 2/6/84  
Date

Place Cards:  
Ordered        Date        Received        Date        To EDR        Date       

Menu:  
Prepared        Date        Distributed To:       

Cocktails       

Menu        Price

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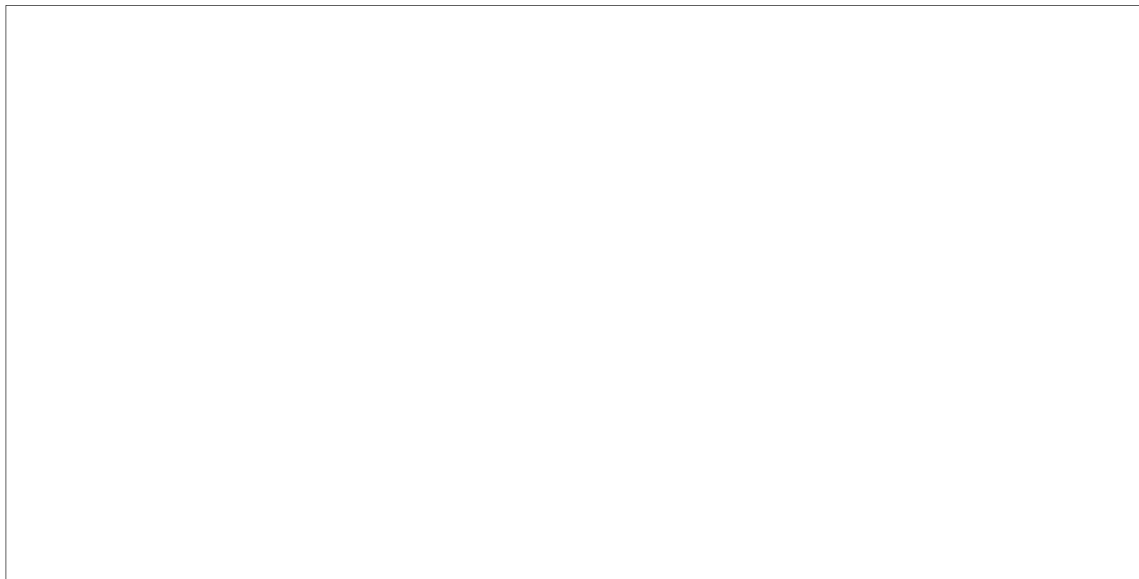


**Suggested Menu:** (Not necessary if DCI is the host)

**Suggested Seating Arrangement:**

(WINDOWS)

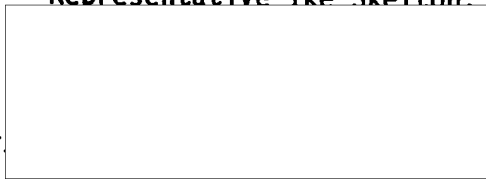
STAT



Mr. Stein

~~CONFIDENTIAL~~  
DINING ROOM EVENTS

TIME/DAY/DATE: 0800 - Tuesday, 14 February 1984

BREAKFAST XX LUNCHEON \_\_\_\_\_ DINNER \_\_\_\_\_HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: John Stein, DDOPLACE: DCI D.R. XX EDR \_\_\_\_\_ OTHER: \_\_\_\_\_GUEST LIST: Mr. John Stein, host  
Representative Ike Skelton, guest of honorTOTAL: 6

MENU: To Be Ordered from Menus at the Table

Use Small Table

Copies to: EDR  
DDO  
OLL

10 Feb 84

SEATING ARRANGEMENT: (WINDOWS)



Mr. Skelton.

Mr. Stein

~~CONFIDENTIAL~~

# DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1200 - Friday, 10 February 1984

Event: Breakfast        Luncheon XX Dinner        Other       

Place: DCI D.R. XX Executive Dining Room        Other       

Host: DCI        DDCI        ExDir        Other Harry E. Fitzwater, DDA

In Honor Of:       

Total Number of Attendees: 3

Sponsoring Component: DDA Charge To: 16139

Contact:        Room       

Date Reservation Made: 2/8/84 By: BLP

PB Officer

EDR and        advised: 2/8/84 Date        Copies to: EDR  
9 Feb 84

Place Cards:  
Ordered        Date        Received        Date        To EDR        Date       

Menu:  
Prepared        Date        Distributed To:       

Cocktails       

Menu        Price

TIME/DAY/DATE: 1200 - Friday, 10 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON XX DINNER \_\_\_\_\_

HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: Harry E. Fitzwater

PLACE: DCI D.R. XX EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: Mr. Fitzwater

All meals to be charged to Mr. Fitzwater's account.

TOTAL: 3

MENU: Same as that for  Luncheon

No place cards

SEATING ARRANGEMENT: (WINDOWS)



BLP

DINING ROOM EVENTS  
CHECKLISTTime/Date of Event: 0730 - Thursday, 9 February 1984Event: Breakfast XX Luncheon \_\_\_\_\_ Dinner \_\_\_\_\_ Other \_\_\_\_\_Place: DCI D.R. \_\_\_\_\_ Executive Dining Room \_\_\_\_\_ Other O/DDCIHost: DCI \_\_\_\_\_ DDCI XX ExDir \_\_\_\_\_ Other \_\_\_\_\_In Honor Of: Gilbert Robinson (Department of State)Total Number of Attendees: 2Sponsoring Component: DDCI Charge To: 45005Contact: \_\_\_\_\_ Room 7D 60Date Reservation Made: 2/2/84 By: BLP  
PB OfficerEDR and \_\_\_\_\_ advised: 2/3/84  
DatePlace Cards:  
Ordered \_\_\_\_\_ Date \_\_\_\_\_ Received \_\_\_\_\_ Date \_\_\_\_\_ To EDR \_\_\_\_\_ Date \_\_\_\_\_Menu:  
Prepared \_\_\_\_\_ Date \_\_\_\_\_ Distributed To: \_\_\_\_\_

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_ Price \_\_\_\_\_

Time/Date of Event: 1200 - Thursday, 9 February 1984

Event: Breakfast \_\_\_\_\_ Luncheon XX Dinner \_\_\_\_\_ Other \_\_\_\_\_

Place: DCI D.R. XX Executive Dining Room      Other     

Host: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other R.E. Hineman, DDS&T

In Honor Of:	Visitors
--------------	----------

Total Number of Attendees: 8-10

Sponsoring Component: 0/DDS&T Charge To: 18333

Contact:	Room 6E 60
----------	------------

Date Reservation Made: 2/2/84 By: BLP  
PB Officer

EDR and [redacted] advised: 2/3/84  
Date

Place Cards: Ordered \_\_\_\_\_ Received 2/8 To EDR 2/9  
Date Date Date

Menu: \_\_\_\_\_ Date \_\_\_\_\_  
Prepared 2/8 Date \_\_\_\_\_  
Distributed To: EDR 2/8

Cocktails \_\_\_\_\_

[illegible]

**CONFIDENTIAL**

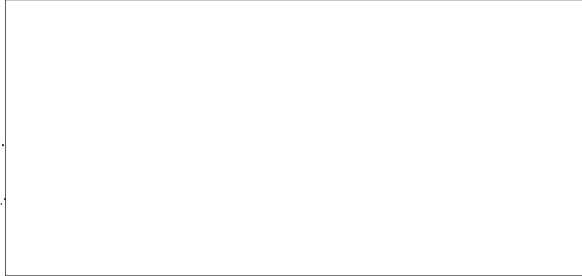
TIME/DAY/DATE: 1200 - Thursday, 9 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON XX DINNER \_\_\_\_\_

HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: R. E. Hineman, DDS&T

PLACE: DCI D.R. XX EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

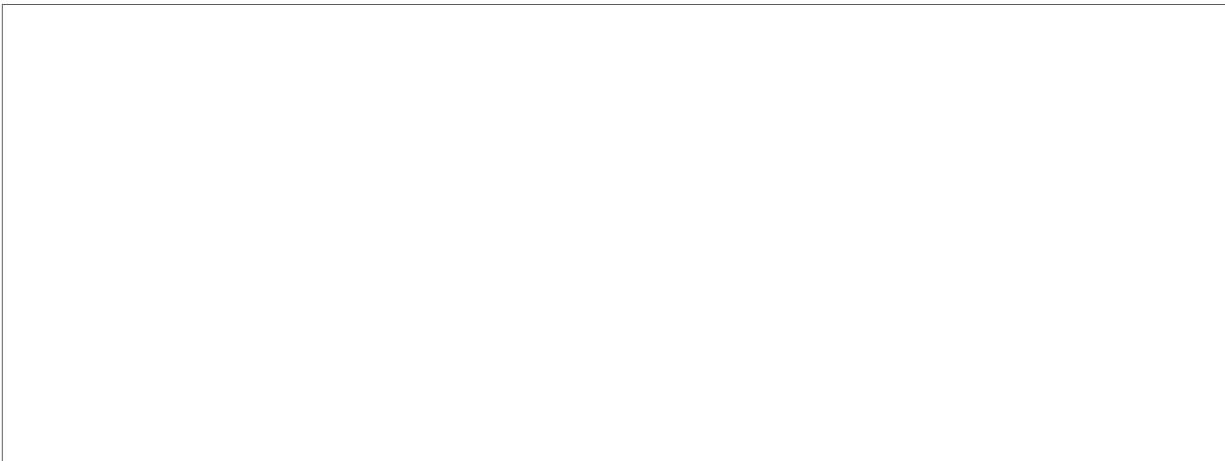
GUEST LIST: Mr. Hineman, host



TOTAL: 8

MENU: Cream of Broccoli Soup  
Delmonico Steak  
Vegetable of the Day  
Tossed Green Salad with Creamy Italian Dressing  
Red Wine with Meal  
Coffee  
Sherbet

SEATING ARRANGEMENT: (WINDOWS)



Mr. Hineman

**CONFIDENTIAL**

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BLP

DINING ROOM EVENTS  
CHECKLISTTime/Date of Event: 1245 - Wednesday, 8 February 1984Event: Breakfast \_\_\_\_\_ Luncheon XX Dinner \_\_\_\_\_ Other \_\_\_\_\_Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_Host: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other R. E. Hineman, DDS&TIn Honor Of: [Redacted]Total Number of Attendees: 8Sponsoring Component: OLL Charge To: 40998Contact: Joyce Ext: [Redacted] Room 7B 02Date Reservation Made: 2/2/84 By: BLPEDR and [Redacted] advised: 2/3/84  
DatePlace Cards:  
Ordered \_\_\_\_\_ Date \_\_\_\_\_ Received \_\_\_\_\_ Date \_\_\_\_\_ To EDR 2/8 2/6/84  
DateMenu:  
Prepared 2/3/84 Date \_\_\_\_\_ Distributed To: EDR/OLL/DDS&T 2/6

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_ Price \_\_\_\_\_

Table Checked

## DINING ROOM EVENTS

TIME/DAY/DATE: 1245 - Wednesday, 8 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON XX DINNER \_\_\_\_\_HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: R. E. Hineman, DDS&TPLACE: DCI D.R. XX EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: Mr. Hineman, host

STAT

TOTAL: 8

MENU: Fruit Cup  
 Baked Breast of Chicken  
 Steamed Wild Rice  
 Tossed Green Salad with Oil & Vinegar Dressing  
 Coffee  
 Sherbet

SEATING ARRANGEMENT: (WINDOWS)

STAT

Mr. Hineman

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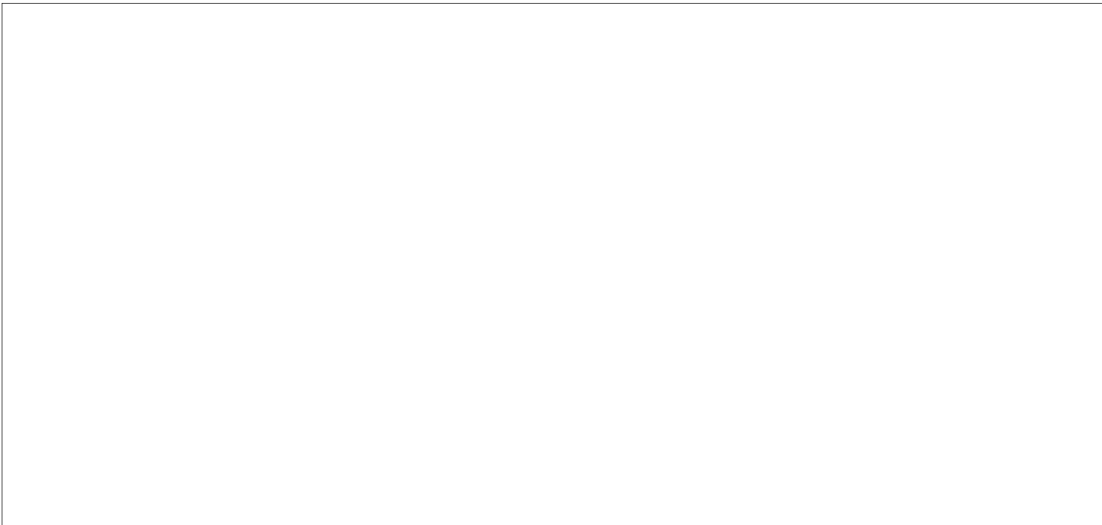
**CONFIDENTIAL**

**Suggested Menu: (Not necessary if DCI is the host)**

**Suggested Seating Arrangement:**

**(WINDOWS)**

STAT



**Mr. Hineman**

**CONFIDENTIAL**

DINING ROOM EVENTS

TIME/DAY/DATE: 1245 - Wednesday, 8 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON ☒ DINNER \_\_\_\_\_

HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: R. E. Hineman, DDS&T

PLACE: DCI D.R. ☒ EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: Mr. Hineman, host

STAT

TOTAL: 8

MENU: Fruit Cup  
Baked Breast of Chicken  
Steamed Wild Rice  
Tossed Green Salad with Oil & Vinegar Dressing  
Coffee  
Sherbet

SEATING ARRANGEMENT: (WINDOWS)

STAT

Mr. Hineman

**CONFIDENTIAL****DINING ROOM EVENTS  
CHECKLIST***Cancellation  
to EDR  
1/17*Time/Date of Event: 1230 - Wednesday, 8 February 1984Event: Breakfast        Luncheon XX Dinner        Other       Place: DCI D.R. XX Executive Dining Room        Other       Host: DCI        DDCI        ExDir        Other        C/EUR       In Honor Of:        Visitor       Total Number of Attendees: 6-8Sponsoring Component: EUR/DDOCharge To: 42002Contact:       Room 4B 4405Date Reservation Made: 1/5/84By: BLP

PB Officer

EDR and        advised: 1/5/84  
DatePlace Cards:  
Ordered       Received       To EDR       

Date

Date

Date

Menu:

Prepared       

Date

Distributed To:       Cocktails       Menu       Price       **CONFIDENTIAL**

CANCELED

DINING ROOM EVENTS  
CHECKLIST

Time/Date of Event: 1200 - Tuesday, 7 February 1984

Event: Breakfast \_\_\_\_\_ Luncheon XX Dinner \_\_\_\_\_ Other \_\_\_\_\_Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_Host: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other John Stein, DDO

In Honor Of: \_\_\_\_\_ Visitor \_\_\_\_\_

Total Number of Attendees: 6Sponsoring Component: EA/DDOCharge To: 44008Contact: PatExt: \_\_\_\_\_ Room 5D 00Date Reservation Made: 1/13/84By: BLP

PB Officer

EDR and \_\_\_\_\_ advised: 1/13/84  
Date

Place Cards:

Ordered \_\_\_\_\_

Received \_\_\_\_\_

To EDR \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Menu:

Prepared \_\_\_\_\_

Distributed To: \_\_\_\_\_

Date \_\_\_\_\_

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_

Price \_\_\_\_\_

*1410*

YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

*Pat EA*

OF (Organization)

*Call if any questions*

☐ PLEASE CALL → PHONE NO. CODE/EXT. ☐ PIS

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

*Please cancel 7 Feb. luncheon.*

RECEIVED BY *Hattie* DATE *16 Jan 1971* TIME *11:05*

63-109

★ GPO : 1981 O - 341-529 (119)

STANDARD FORM 62 (Rev. 8-70)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.6



# DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1200 - Monday, 6 February 1983

Event: Breakfast \_\_\_\_\_ Luncheon XX Dinner \_\_\_\_\_ Other \_\_\_\_\_

Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_

Host: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other \_\_\_\_\_

In Honor Of: \_\_\_\_\_

Total Number of Attendees: 6

Sponsoring Component: CCS/DDO

Charge To: 31229

Contact: Lois

Ext: \_\_\_\_\_

Room 6B4401

Date Reservation Made: 12/19/83

By: \_\_\_\_\_

BLP

PB Officer

EDR and \_\_\_\_\_ advised: 12/21/83

Date

Place Cards:

Ordered \_\_\_\_\_

Date

Received 2/3

Date

To EDR 2/3

Date

Menu:

Prepared 2/2

Date

Distributed To: EDR CCS 2/3

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_

Price \_\_\_\_\_

*Table checked*

DINING ROOM EVENTS  
**CONFIDENTIAL**

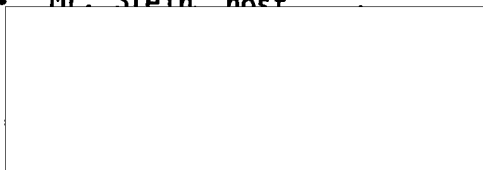
TIME/DAY/DATE: 1200 - Monday, 6 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON XX DINNER \_\_\_\_\_

HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: John Stein, DDO

PLACE: DCI D.R. X EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: Mr. Stein, host



25X1

MENU: Cocktails  
Tomato Juice  
Filet Mignon (medium rare, pink, if possible)  
Mashed potatoes  
Peas (alternate: String beans)  
Tossed green salad with oil & vinegar dressing  
Rolls  
Coffee  
Raspberry sherbet

TOTAL: 5

SEATING ARRANGEMENT: (WINDOWS)

USE SMALL TABLE

25X1

Mr. Stein

**CONFIDENTIAL**

**Page Denied**

Suggested Menu: (Not necessary if DCI is the host)

Cocktails beforehand

tomato juice

Red Wine

Peas {alt. stringbeans}

Mashed Potatoes

Green salad with Oil-Vinegar Dressing {rolls ?}

Filet Mignon Medium Rare {Pink if possible} {alt. Delmonico Steak}

Raspberry Sherbert

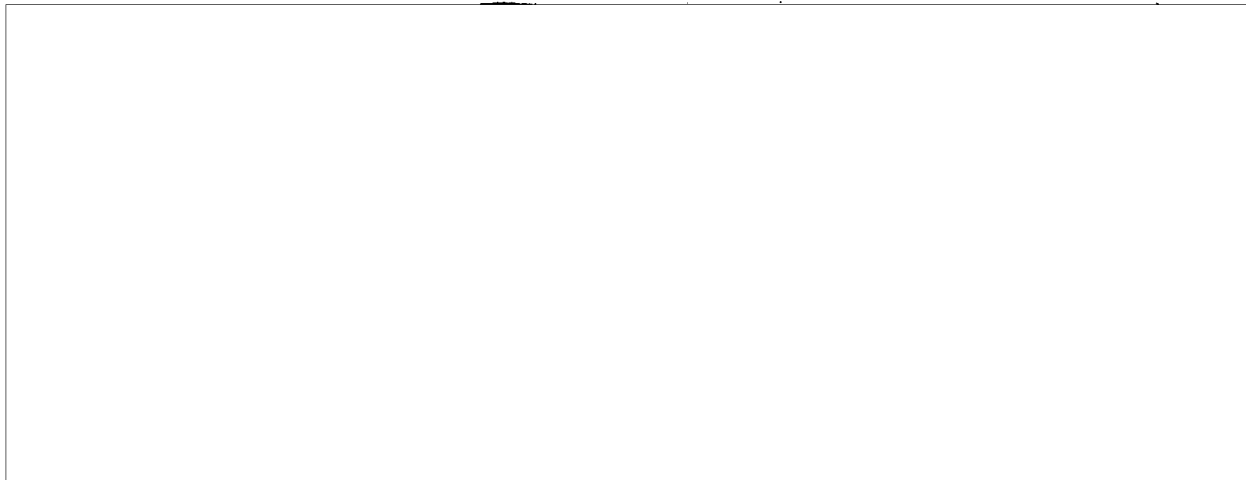
Coffee

Suggested Seating Arrangement:

(WINDOWS)

DDO

STAT



# DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1200 - Friday, 3 February 1984

Event: Breakfast        Luncheon XX Dinner        Other       

Place: DCI D.R. XX Executive Dining Room        Other       

Host: DCI        DDCI        ExDir        Other John Stein, DDO

In Honor Of: FBI Visitors

Total Number of Attendees: 12

Sponsoring Component: FR

Charge To: 22038

Contact: Sharon

Ext:        Room 3C 19

Date Reservation Made: 1/10/84

By: BLP

PB Officer

EDR and        advised: 1/11/84  
Date

DDO, FR

Place Cards:

Ordered       

Received 1/30

To EDR       

Date

Date

Date

Menu:

Prepared 1/30/84

Date

Distributed To: EDR/DDO/FR

Cocktails       

Menu       

Price

DINING ROOM EVENTS

**CONFIDENTIAL**

TIME/DAY/DATE: 1200 - Friday, 3 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON XX DINNER \_\_\_\_\_HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: Mr. John Stein, DDOPLACE: DCI D.R. XX EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: Mr. Stein, host  
 Mr. Edward O'Malley, FBI (guest)  
 Mr. Phillip Parker, FBI (guest)  
 Mr. Jay Aldhizer, FBI (guest)

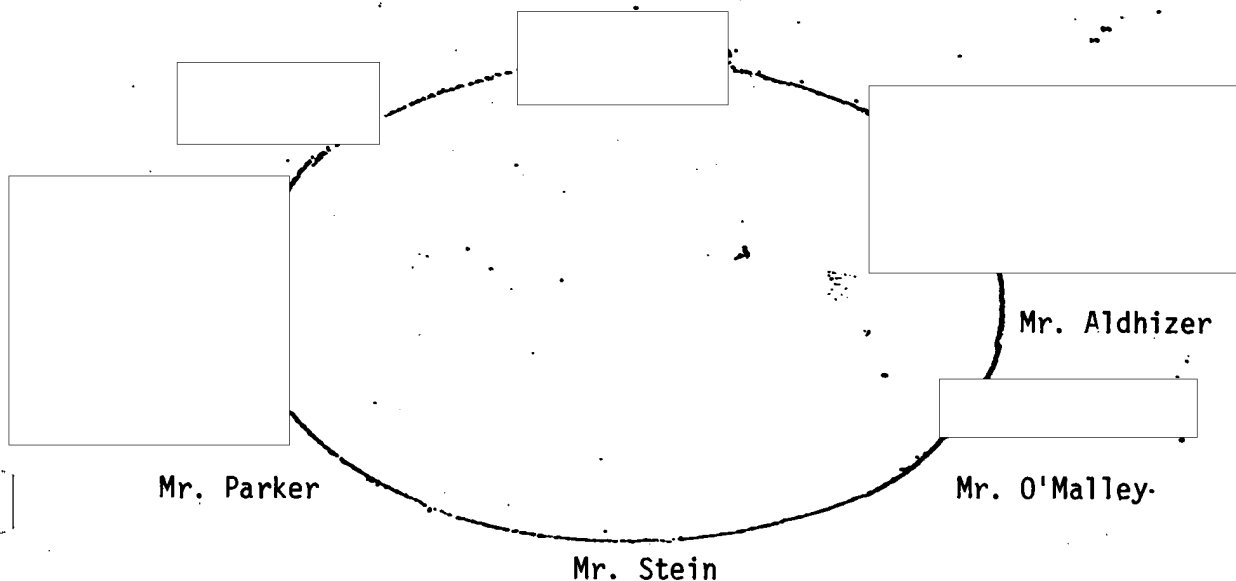
TOTAL: 12

## MENU:

Cocktails  
 Tomato Juice  
 Scallopini of Veal Marsala  
 Green Peas  
 Tossed Green Salad with Oil and Vinegar Dressing  
 White Wine with Meal  
 Coffee/Tea  
 Chocolate Sundae

## SEATING ARRANGEMENT:

(WINDOWS)

**CONFIDENTIAL**

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<b>TRANSMITTAL SLIP</b>		<b>DATE</b> 27 Jan 34
<b>TO:</b> Protocol Branch		
<b>ROOM NO.</b> 241	<b>BUILDING</b> Hqs	
<b>AKS:</b>		
<p>Del —</p> <p>pls link up + list grades + dates of grade.</p>		
<b>FROM:</b> FRD - Sharon		
<b>ROOM NO.</b>	<b>BUILDING</b>	<b>EXTENSION</b>
241		
FORM NO. 241 1 FEB 55		REPLACES FORM 36-5 WHICH MAY BE USED. (47)



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**Suggested Menu: (Not necessary if DCI is the host)**

Cocktails  
Tomato juice  
Scalloping of Veal Marsala  
Green peas  
Tossed green salad  
Wine with meal  
Coffee/tea  
Chocolate sundae

**Suggested Seating Arrangement:**

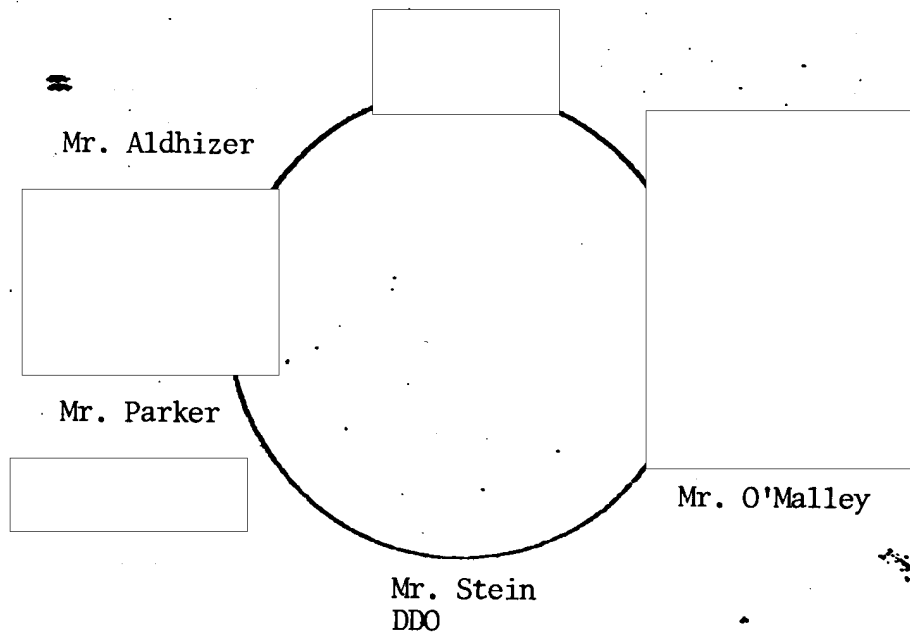
(WINDOWS)

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CANCELED

BLP

DINING ROOM EVENTS  
CHECKLISTTime/Date of Event: 1215 - Thursday, 2 February 1984Event: Breakfast \_\_\_\_\_ Luncheon XX Dinner \_\_\_\_\_ Other \_\_\_\_\_Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_Host: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other Harry Fitzwater, DDAIn Honor Of: Representative ConyersTotal Number of Attendees: UnknownSponsoring Component: EEOCharge To: 528.60

Contact: \_\_\_\_\_

Room 736 AmesDate Reservation Made: 1/24/84By: BLP

PB Officer

EDR and \_\_\_\_\_ advised: 1/26/84  
DatePlace Cards:  
Ordered \_\_\_\_\_

Received \_\_\_\_\_

To EDR \_\_\_\_\_

Date

Date

Date

Menu:

Prepared 1/30/84

Date

Distributed To: ~~3/30/84~~ / EDR

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_

Price \_\_\_\_\_

CANCELED

## DINING ROOM EVENTS

TIME/DAY/DATE: 1215 Thursday, 2 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON XX DINNER \_\_\_\_\_

HOST: DCI \_\_\_\_\_ DDCI \_\_\_\_\_ EX DIR \_\_\_\_\_ OTHER: Harry E. Fitzwater, DDA

PLACE: DCI D.R. XX EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

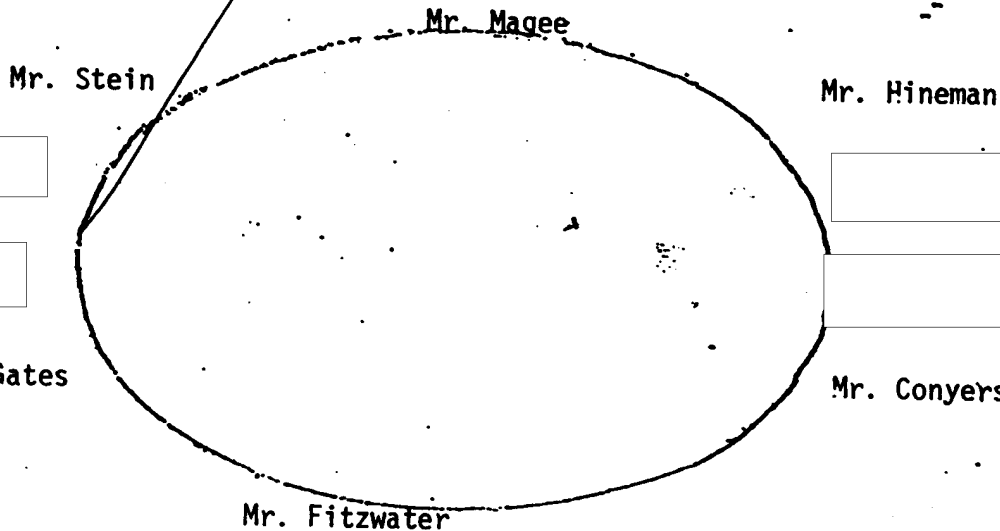
GUEST LIST: Mr. Fitzwater, host.  
 Mr. John Conyers, Jr. (guest of honor)  
 Mrs. Delois Harding, guest  
 Mr. John Stein  
 Mr. Robert Gates  
 Mr. R. E. Hineman  
 Mr. Robert Magee

No cocktails; no wine.

TOTAL: 10

MENU: Fruit Cup  
 Filet of Beef  
 Green Beans with Almonds  
 Tossed Green Salad with Oil and Vinegar Dressing  
 Coffee  
 Chocolate Sundae

SEATING ARRANGEMENT: (WINDOWS)



# DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0745 - Wednesday, 1 February 1984

Event: Breakfast XX Luncheon \_\_\_\_\_ Dinner \_\_\_\_\_ Other \_\_\_\_\_

Place: DCI D.R. XX Executive Dining Room \_\_\_\_\_ Other \_\_\_\_\_

Host: DCI XX DDCI \_\_\_\_\_ ExDir \_\_\_\_\_ Other \_\_\_\_\_

In Honor Of: J. Kenneth Robinson

Total Number of Attendees: 4

Sponsoring Component: OLL Charge To: 40998

Contact: \_\_\_\_\_ Room 7D 43

Date Reservation Made: 12/20/83 By: BLP. PB Officer

EDR and \_\_\_\_\_ advised: 12/20/83  
Date

Place Cards: Ordered N.A. Received \_\_\_\_\_ To EDR \_\_\_\_\_  
Date Date Date

Menu: Prepared 1/30 Distributed To: EDR/DCI/DDCI  
Date

Cocktails \_\_\_\_\_

Menu \_\_\_\_\_ Price \_\_\_\_\_

DINING ROOM EVENTS

TIME/DAY/DATE: 0745 - Wednesday, 1 February 1984

BREAKFAST XX LUNCHEON        DINNER       

HOST: DCI XX DDCI        EX DIR        OTHER:       

PLACE: DCI D.R. XX EDR        OTHER:       

GUEST LIST: Mr. Casey  
Mr. J. Kenneth Robinson (guest of honor)  
Mr. McMahon  
Mr. Clair George

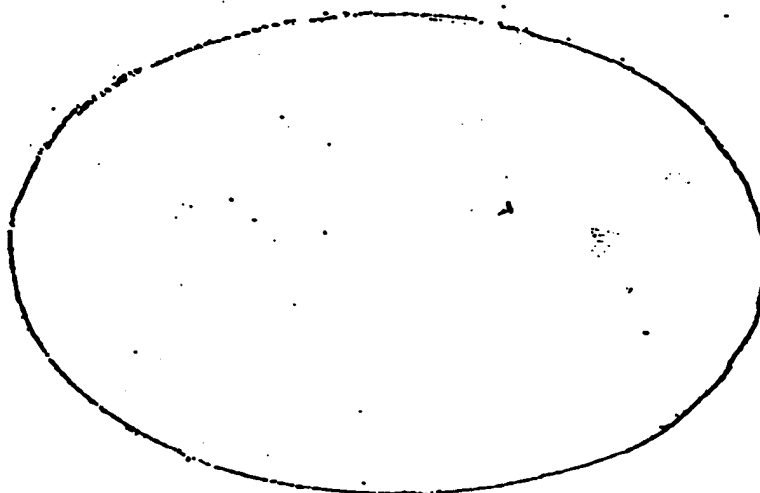
TOTAL: 4

MENU: To Be Selected from Menus at Table

Use Small Table

No Place Cards

SEATING ARRANGEMENT: (WINDOWS)



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TRANSMITTAL SLIP		DATE
TO:		
ROOM		
WORKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION
FORM NO. 241 1 FEB 66		
REPLACES FORM 24-2 WHICH MAY BE USED.		
(47)		

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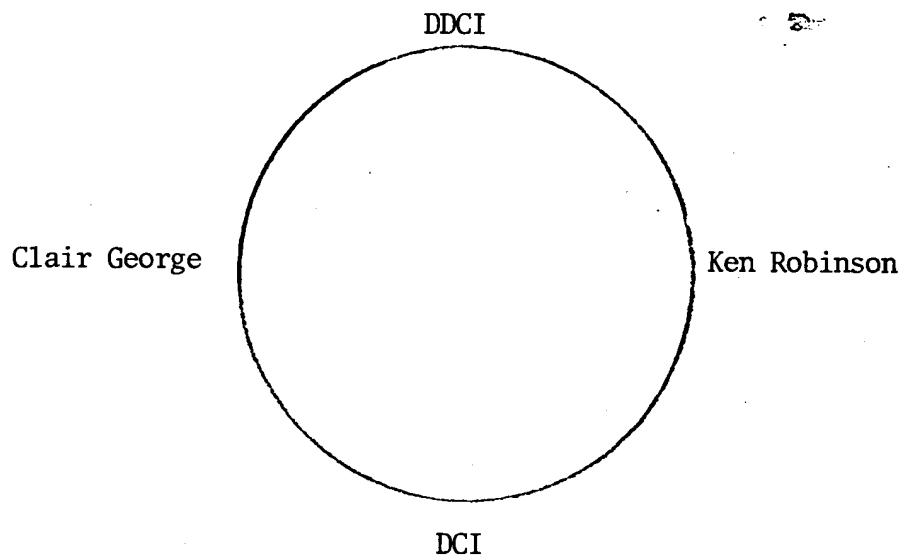


Suggested Menu: (Not necessary if DCI is the host)

order from menu

Suggested Seating Arrangement:

(WINDOWS)



## DINING ROOM EVENTS CHECKLIST

[illegible]

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## DINING ROOM EVENTS

BLP

**CONFIDENTIAL**

TIME/DAY/DATE: 1200 - Wednesday, 1 February 1984

BREAKFAST \_\_\_\_\_ LUNCHEON XX DINNER \_\_\_\_\_HOST: DCI \_\_\_\_\_ DDCI XX EX DIR \_\_\_\_\_ OTHER: \_\_\_\_\_PLACE: DCI D.R. XX EDR \_\_\_\_\_ OTHER: \_\_\_\_\_

GUEST LIST: Mr. John McMahon, host

TOTAL: 10

MENU: Tomato Juice  
Baked Breast of Chicken  
Fresh Broccoli with Butter Sauce  
Tossed Salad with Vinaigrette Dressing  
White Wine with Meal  
Coffee  
Triple Treat Sherbet

SEATING ARRANGEMENT: (WINDOWS)

Mr. McMahon

**CONFIDENTIAL**

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**Suggested Menu: (Not necessary if DCI is the host)**

Tomato Juice  
Baked Chicken  
Fresh Broccoli with Butter Sauce  
Tossed Salad with Vinaigrette Dressing  
White Wine with Meal  
Coffee  
Triple Treat Sherbert

**Suggested Seating Arrangement:**

(WINDOWS)

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